



**Danny Rhynes Interagency Training Center**  
**602 S. Tippecanoe Ave.**  
**San Bernardino, CA 92408**  
**(909) 382-2984 Fax (909) 382-4192**  
**Email: drtc@fs.fed.us**

### **Memorandum**

**DATE: February 21, 2013**

**SUBJECT: ROSS for Dispatchers**

**TO: Course Participant**

You have been selected to attend the ROSS for Dispatchers course at the Danny Rhynes Interagency Training Center on **April 22-26, 2013**. **Class will begin at 1300 hours on Monday, April 22 and conclude at approximately 1200 hours on Friday, April 26. Tuesday through Thursday class will run from 0800 – 1700 hours.**

This course is a hands-on training session, which includes lecture and exercises/scenarios. Students will have their own computer terminal throughout the entire course.

#### **Ross Dispatcher includes:**

- ROSS user basics
- Personal Settings
- Resource Status and Web Status
- Initial Reports and Incidents
- New Request
- Quick Fill
- Pending Request
- Request Status
- Travel
- Incident Resources
- Strike Teams/Rosters
- New 2.11 & 2.12 Features
- Supplementals
- OES Ordering Process
- Tactical Aviation

#### **Items to bring to class:**

Student materials will be provided. You should bring a pen/pencil, notepad and highlighter for taking notes. Ross students should be well versed in CA dispatching procedures and policies. Qualifications as an Initial Attack Dispatcher (IADP) or Expanded Dispatch Recorder (EDRC) or higher are **required**. If you do not have this expertise, you may be unsuccessful in completing the ROSS class.

<p><b><u>**ALL STUDENTS:</u></b> Please complete and return the pre-registration form to the training center no later than close of business Wednesday, April 8, 2013. FAX copies are sufficient.</p>
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**Course Coordinator Contact Information:** If you have any questions related to the form or the training, please contact Ann Loeffler at (530) 642-5170 or cell phone (530) 409-0969, or email at [aloeffler@fs.fed.us](mailto:aloeffler@fs.fed.us).

### **Tuition**

Course tuition is **\$300.00**.

All students must submit a NWCG Nomination Form with proper agency charge codes and signatures for payment. Forms can be attained on-line at: "nationalfiretraining.net".

### **Billing Information:**

**Forest Service (Other Regions):** The approved NWCG Nomination Form will be used for payment. This form must include proper agency charge codes and signatures.

**Other Federal Agencies:** The approved NWCG Nomination Form will be used for payment. This form must include proper agency codes, agreement numbers and signatures.

**Other Non Federal Agencies:** It is recommended that students pay with check or money order at the facility at the start of class. There is an additional 8% administrative fee added to this tuition charge. If payment is not received, a bill of collection will be issued to your agency.

**Cancellations:** Cancellations must be made two weeks prior to the course start date. If a cancellation occurs after the two-week cut off and the slot goes unfilled, there will be a charge not to exceed the tuition charge for the course. **The last date to cancel for this course is April 8, 2013.**

If a student cancels within the two-week period and pre work has already been received, the student needs to return pre work to the training facility.

**Dress:** Students are to wear casual office attire. This means attire suitable for public contact (no shorts, tank tops, flip flops, etc).

**Travel:** For travel and lodging information navigate on the internet to the DRTC website:  
<http://www.fs.fed.us/r5/sanbernardino/train/travel.shtml>

Any questions regarding this course may be directed to your unit training coordinator or appropriate training representative. If you are self-sponsored, you may contact the training center directly at [drtc@fs.fed.us](mailto:drtc@fs.fed.us)

*Kristel Johnson*

Danny Rhynes Training Center Manager

Enclosures:  
Student Pre-Registration Form

**PRE-REGISTRATION FORM**  
**DANNY RHYNES INTERAGENCY TRAINING CENTER**  
**FAX: 909-382-4192**

ALL Blocks MUST be Completed

**Course**

**Title:** ROSS for Dispatchers **Date:** April 22-26, 2013

**Trainee Name** \_\_\_\_\_ **Email** \_\_\_\_\_

**Agency:**

FS: Forest: \_\_\_\_\_ District: \_\_\_\_\_

Region \_\_\_\_\_ Unit: \_\_\_\_\_

Other Agency: \_\_\_\_\_ *(Ranger Unit/Station)*

*(County – City – OES – CHC Student – NPS – BLM – USCG / Use your three letter designator.)*

**Work Address:** \_\_\_\_\_

*(Mailing Address of your unit headquarters.) (City – State – Zip Code)*

**Phone Number:** \_\_\_\_\_ **Fax Number:** \_\_\_\_\_

**Supervisor Name/Title** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Training Officer Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**RETURN THIS FORM TO THE**  
**TRAINING CENTER**  
**BY COB:**

**April 8, 2013**